

QUALIFICATION STANDARDS OPERATING MANUAL

GS-201 Personnel Management Series GS-201

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-203 Personnel Clerical and Assistance Series GS-203

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-204 **Military Personnel Clerical and Technician Series** GS-204

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-205 Military Personnel Management Series GS-205

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-212 **Personnel Staffing Series** **GS-212**

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-221 **Position Classification Series** **GS-221**

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-222 **Occupational Analysis Series** **GS-222**

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-223 Salary and Wage Administration Series GS-223

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-230 Employee Relations Series GS-230

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-233 Labor Relations Series GS-233

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-235 Employee Development Series GS-235

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-241

Mediation Series
Mediator (Railroads and Airlines), GS-11/above

GS-241

This is an individual qualification standard.

EXPERIENCE REQUIREMENTS

All positions covered by this standard require 1 year of specialized experience equivalent to at least the next lower grade level in the normal line of progression. Applicants for GS-11 positions must have had 1 year of specialized experience equivalent to at least the GS-9 level. Applicants for positions at GS-12 and above must have had 1 year of specialized experience equivalent to at least the next lower grade level.

Specialized Experience (for all positions): Experience in negotiating or interpreting labor agreements covering a large number of employees or a number of different crafts or classes, on such matters as wages, hours of work, and working conditions; or in mediating between, or negotiating with, management and employee representatives in the application of labor agreements. Such experience must have demonstrated all of the following:

- Knowledge of the background history of industrialization and the labor movement.
- Knowledge of economic, industrial, and labor trends, of current developments and problems in the field of labor-management relations, and of changes and trends in union agreements.
- Knowledge of collective-bargaining principles, practices, and procedures.
- Knowledge of the general structure, functions, policies, and practices of management and labor organizations.
- Knowledge of applicable laws governing collective bargaining, wages, hours, etc.
- Ability to deal effectively with people in tense situations.
- Ability to preside at meetings or conferences with dignity, poise, and impartiality.
- Ability to confer effectively with representatives of labor and management in order to obtain a clear understanding of their views on varied and difficult problems.
- Ability to analyze the issues in a dispute and evaluate their relative importance and susceptibility to compromise.
- Ability to formulate concrete and practical suggestions for alternative solution, compromise, and settlement.
- Ability to write clearly and concisely.

Examples of qualifying specialized experience include:

- Work as a representative of a national labor organization or of management.
- Federal or State government or other work that involved dealing with labor relations problems and collective-bargaining agreements or that involved interpretation or application of labor laws, regulations, etc.

Applicants for GS-11 positions must have participated in the negotiation or mediation of labor agreements involving moderately difficult matters, or assisted in the resolution of complex issues in this field.

In addition to meeting the requirements described above, applicants for positions at GS-12 and above must have:

- Knowledge of the Railway Labor Act, as amended, and the history of railroad and airline legislation and the background of working agreements in these industries.



GS-241 (Continued)

- Knowledge of current railroad and airline operations and practices, and of current railroad and airline occupations and crafts or classes, and understanding of the problems arising in the interpretation and application of railroad and airline agreements.

Applicants for positions at grades GS-12 and above must have had experience that included such activities as: (1) investigating representation disputes and conducting elections to choose collective-bargaining representatives, or (2) the mediation of increases in pay rates, or (3) the mediation of changes in rules or labor agreements. To be creditable as specialized experience, the work must have demonstrated active involvement in labor-management negotiations.

INTERVIEW

Eligible candidates will be required to appear for an interview for the purpose of evaluating their interpersonal skills, leadership qualities in group situations, and logical and objective reasoning.

GS-243

Apprenticeship and Training Series

GS-243

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EXPERIENCE OR EDUCATION/TRAINING		
	General	Specialized	
GS-5	3 years, 1 year of which was equivalent to at least GS-4	None	4-year course of study above high school leading to a bachelor's degree or 4-year planned apprenticeship*
GS-7	None	1 year equivalent to at least GS-5	None
GS-9	None	1 year equivalent to at least GS-7	None
GS-11	None	1 year equivalent to at least GS-9	None
GS-12 and above	None	1 year equivalent to at least next lower grade level	None

* To be creditable, post-high school education must be in one or a combination of the following fields: labor economics; industrial relations; industrial training; or industrial techniques, methods, and practices. Equivalent combinations of education/training and experience are qualifying for positions at the GS-5 level.

General Experience (for GS-5 positions): Experience in industrial, trade union, trade association, management, governmental, or other work that provided evidence of the ability to assume progressive responsibilities as an apprenticeship and training representative.



GS-243 (Continued)

Examples of qualifying general experience include:

- Work in an apprenticeable trade at least at the journey level.
- Work in the development and promotion of labor and employment standards, some of which was related to apprenticeship or on-the-job training.
- Work in the application of labor laws, a substantial part of which affected persons employed in the apprenticeable trades.
- Coordinator or director of a training program for non-apprenticeable occupations.
- Teacher or instructor in a vocational or other training program or school.

Specialized Experience (for positions above GS-5): Experience in the development or administration of apprenticeship programs or other occupational training programs involving the systematic development of worker skills on the job. This experience must have demonstrated:

- Knowledge of the functions, purposes, and practices of apprenticeship or other industrial training; and understanding of the knowledge, skills, and techniques involved in the practice of apprenticeable trades;
- Knowledge of the practices, operations, and content of occupations in one or more fields;
- Knowledge of training methods and related worker utilization practices for the improvement and better use of workers' skills; and the ability to apply this knowledge in identifying work force and training problems, analyzing such problems, and advising on their solution;
- Understanding of industrial relations problems and practices and of the traditions and attitudes of labor and management in relation to programs involving apprenticeship or other training on the job; and
- Ability to deal effectively with management, labor, and other appropriate officials on training matters.

Examples of qualifying specialized experience include:

- Working member of a functioning joint apprenticeship committee.
- Employer training official or officer of a union or trade association whose duties included the development or administration of an apprenticeship program or other industrial training program.
- Coordinator or director of a training program for apprenticeable occupations or other training activities.
- Training representative or administrator in the field of apprenticeship, working with labor or management.
- Vocational teacher or instructor in an apprenticeable occupation.

GS-244

Labor Management Relations Examining Series

GS-244

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—labor relations, industrial relations, personnel administration, business administration, economics, labor economics, labor law, political science, accounting, or law; or other education that included or was supplemented by at least 24 semester hours in these subjects.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that provided evidence of the ability to meet and deal objectively and effectively with people (e.g., as a counselor, personnel investigator, credit rating investigator); to survey organizations and analyze management methods and practices (e.g., as a management analyst); or to collect, assemble, and analyze pertinent facts and to write reports on findings (e.g., as in investigative or research type of work).

Specialized Experience (for positions above GS-5): Experience that demonstrated objectivity, persuasiveness, and discretion. The experience should also show ability—potential for the lower grade positions, demonstrated for the higher grade positions—to:

- Apply investigative techniques in obtaining evidence and factual data in cases in dispute, analyze and develop the issues of fact and law involved, and objectively evaluate the merit of the charges;
- Confer and deal effectively with representatives of labor and management to bring about equitable adjustments; and
- Write clear, concise reports, recommendations, and letters.

In addition, for examiner positions at grades GS-9 and above, the experience must show that the applicant has gained familiarity with:

- Federal and State laws, regulations, and decisions governing collective bargaining, wages, hours, and working conditions, and with the National Labor Relations Act in particular;
- General economic principles;
- Collective bargaining principles, practices, and techniques;
- The general structure, functions, policies, and practices of management and labor organizations; and
- Current problems in the field of labor-management relations.

Specialized experience may have been gained in the following types of work:

(1) Industrial or governmental personnel management practices. Examples include:

- Experience in an industrial or governmental organization having a comprehensive personnel program that provided a thorough understanding of personnel management practices, and that involved dealing with labor unions on industrial relations problems, or a specialized knowledge of a particularly pertinent area such as wage administration, or employee-management relations if the latter involved participation in substantive employee-management cooperation processes.
- College-level teaching in the field of personnel administration.

(2) Labor law administration or labor law investigation and enforcement. Examples include:

- Government representative engaged in the administration or investigation and enforcement of laws, executive orders, regulations, or standards, relating to such matters as wages, hours, or working conditions.



GS-244 (Continued)

(3) Labor economics, labor relations, or collective bargaining in commerce, industry, and/or government.

Examples include:

- Government representative in contractor industrial relations work, involving the administration of applicable labor laws *and* serving as liaison between the contracting agency, management, and labor on labor relations matters.
- Management representative responsible for the execution of labor relations programs sponsored by management, or of agreements between management and labor organizations involving labor relations programs.
- Labor union representative in connection with matters concerning relationships between management and labor, e.g., representing labor in the negotiation and preparation of collective bargaining agreements, or in the interpretation and application of collective bargaining agreements.
- Advisor or consultant on labor-management relations and collective bargaining.
- Mediator or arbitrator in the field of labor-management relations.
- College-level teacher in the field of labor-management relations or labor economics.
- Investigator conducting investigations or research related to labor matters, labor economics, or labor-management relations matters for labor unions, newspapers, journals, foundations, commercial or industrial enterprises, or Federal, State, or municipal agencies.

(4) Labor law. Examples include:

- College-level teacher in the field of labor law.
- Practicing labor lawyer.

For positions at grades GS-11 and above, the applicant must have specialized experience in (3) or (4) above.

GS-246

Contractor Industrial Relations Series

GS-246

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-249

Wage and Hour Compliance Series

GS-249

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate Education: Major study—any field.

Graduate Education: Major study—industrial relations, personnel administration, or other fields related to the position such as business administration, labor economics, or law.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that demonstrated the ability to understand legal provisions, regulations, and general principles and concepts, and to apply them to specific situations; to analyze verbal and numerical data, draw conclusions, and make decisions; and to present information or conclusions in clear oral and/or written language.

Specialized Experience:

For GS-7 positions: Applicants must meet at least two of the following three specialized criteria requirements:

- General knowledge of Federal wage and hour labor laws, industrial occupations, wage scales, employment practices, or salary and wage administration practices.
- Skill in analyzing written/verbal information and numerical data and making decisions on issues based on interviews, records review, reconstruction of missing or fraudulent records and applying legal or regulatory provisions, precedents, and principles to specific investigative matters.
- Skill in personal contacts requiring the ability to explain requirements or rights and obtain information and cooperation from people with diverse backgrounds and levels of understanding, reconcile conflicting interests, and persuade others to comply voluntarily with requirements.

For positions at GS-9 and above: In addition to the criteria specified above for GS-7, applicants must have knowledge of and ability to apply the provisions of Federal wage and hour labor laws pertaining to wages, hours of work, or related conditions of employment.

Examples of qualifying specialized experience include:

- Developing, interpreting, or applying policies, procedures, and operating standards in determining compliance for an organization or government-based program.
- Conducting interviews and providing information about laws and/or regulations.
- Industrial personnel or salary and wage administration or responsible work in a certified public accounting firm.
- Analyzing or applying labor legislation.
- Reviewing and evaluating operations and procedures through analysis, audits, or surveillance inspections.
- Federal, State, or self-regulatory agency work involving obtaining compliance with appropriate program requirements.

GS-260

Equal Employment Opportunity Series

GS-260

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-270

Federal Retirement Benefits Series

GS-270

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-299

Personnel Management Student Trainee Series

GS-299

Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.

GS-301

Miscellaneous Administration and Program Series

GS-301

Use the "Group Coverage Qualification Standard for Administrative and Management Positions." Positions in this series for which other requirements have been established are identified separately.